LATE APPLICATION TO GRADUATE

(UNDERGRADUATE STUDENTS ONLY – INCLUDING STUDENTS AT DLSU LAGUNA CAMPUS)

AY 2022-23, Term 2

To apply to graduate, please follow the steps below:

Students who applied to graduate during the previous terms but have not yet completed their application to graduate (ATG), need to re-apply this term for the re-processing of their ATG.

STEP 1: CHECK YOUR CURRICULUM AUDIT *(Optional)*
10 March 2023 (08:00 am) – 29 April 2023 (08:00 pm)

Please check your Curriculum Audit (through MLS).

If you have deferred grades, please complete the corresponding courses and inform your professor. If you have completed a course that has a different course code, please process a Course Crediting Form:

https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/EN-22A-201701.pdf

Note: While this step is optional, applicants are enjoined to do this step to avoid problems and delays in auditing your degree completion.

For students who do not have access to MLS Account, you may proceed to step 2 while you are fixing your access to MLS Account.

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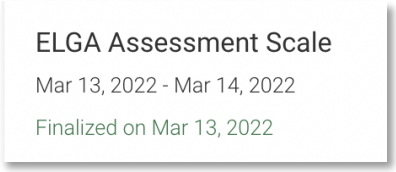
STEP 2: ACCOMPLISH ELGA ASSESSMENT SURVEY
10 March 2023 (08:00 am) – 29 April 2023 (08:00 pm)

Accomplish the ELGA Assessment Survey through the LSLinks by following the steps below. **Please note that only those who are successful in completing the survey must proceed to the next step.**

1. Login to LSLinks (lslinks.dlsu.edu.ph) using your DLSU email address.
   a. If this is your first time accessing LSLinks, click on **Sign In with Google** and use your DLSU email.
2. Go to Surveys.
3. Click on "ELGA Assessment Scale" and answer the survey
   Note: The ELGA Assessment Survey will only be accessible during the ATG period
4. Screenshot the proof that you have completed the survey.



Note: The screenshot will be uploaded in Step 2 of the ATG.

For questions, please send an e-mail to OCCS at careerservices@dlsu.edu.ph.

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AY 2022-23, Term 2

STEP 3: PAYMENT OF GRADUATION FEE / COURIER FEE / PENALTY FEE; ON-LINE 'APPLY TO GRADUATE' AND DECLARATION OF MINOR TITLE

27 April 2023 – 29 April 2023

(Thursday to Friday, 08:00 am - 5:00 pm)

(Saturday, 08:00 am - 08:00 pm)

(3A) Payment of Graduation Fee, Courier Fee, and Penalty Fee

The Graduation fee, courier fee and penalty fee payment is non-refundable; however, the payment can be carried over to the next term (one term only) if in case the student was not able to complete all requirements or qualify for graduation.

Payment may be done through:

1. *Online through Mobile Phone/Internet Banking*
2. *OTC Payment at banks*

The proof of payment must be uploaded upon submission of the Application to Graduate through the Google form.

a. **For non-DLSU scholars,** please process the payment of your **Graduation Fee (Php 2,000.00), Penalty Fee (Php 2,000.00),** and **Courier Fee** through the official channels.

b. **The Penalty Fee and Diploma Courier Fee are not covered by scholarships.** Thus, both DLSU scholars and non-DLSU scholars must upload the proof of payment for **Penalty Fee (Php 2,000.00) and Courier Fee** (depending on the diploma mailing address to be indicated in the Application to Graduate).

Please refer to this link for the Courier Delivery Rates:
https://www.dlsu.edu.ph/offices/registrar/cost-of-studies/delivery-rates/

c. **For Partial Scholars**, please upload your proof of payment of the abovementioned fees together with the **Graduation Fee *(amount payable depending on the scholarship grant).***

d. Please pay through the official channels:
https://www.dlsu.edu.ph/offices/accounting/official-payment-channels/

(3B) Using the official DLSU Gmail account, students must accomplish the application through this link:

https://bit.ly/196thCE-ATG-UG

An email (containing a copy of your response) will be sent to your official DLSU Gmail address immediately right after the submission of the application form. Please check your email to confirm that your application has been successfully submitted.

If you don't receive a copy of your response through email within 30 minutes, please check your Spam folder as it may have been automatically directed there. If none, please accomplish the form again.

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AY 2022-23, Term 2

If you have already accomplished the form but no response receipt has been received despite trying again, please send an email to registrar@dlsu.edu.ph immediately. Use the subject title:

196TH_CE_APPLICATION_TO_GRADUATE

Note: Students with inactive DLSU Gmail account must send an email to the Information Technology Services Office (ITS) at itservices@dlsu.edu.ph for the re-activation of their DLSU Gmail account. Use the subject title:

196TH CE_ATG_RE-ACTIVATION OF DLSU GMAIL ACCOUNT

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STEP 4: CORRECTION OF RECORDS
10 March 2023 (08:00 am) – 29 April 2023 (08:00 pm)

Please check your personal information (such as name, birthday, mobile number, email address, etc.) through your MLS Account. Make sure that your personal information such as name, birthday, etc. are correct and consistent based on your official documents submitted to the Office of the University Registrar such as Birth Certificate, passport, etc.

For correction/s, please send an email to registrar@dlsu.edu.ph. Use the subject title:

CORRECTION OF RECORDS (196th CE CANDIDATE)

No petition for correction of records will be entertained after these dates and your records will be permanent once your Date of Graduation has been tagged. Note that transcript of records, diploma, and other documents that will be issued for you will make use of these personal information.

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STEP 5: RELEASE OF INITIAL RESULT OF DEGREE AUDIT
(15 May 2023 – 17 May 2023)

(5A) Release of Notice of Clearance or Academic Deficiency
(5B) Notice of Academic Completion

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STEP 6: RELEASE OF FINAL RESULTS OF APPLICATION TO GRADUATE
(29 June 2023)

An email confirmation will be sent to the confirmed graduates starting this date. Please ensure that the degree and award (if any) are correct against the email sent to your official DLSU Gmail account.
For corrections, please send an email to registrar@dlsu.edu.ph.

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STEP 7: REQUEST OF TRANSCRIPT OF RECORDS WITH DATE OF GRADUATION
(08 July 2023)

Starting **08 July 2023**, Transcript of Records with Date of Graduation may be requested online at http://www.dlsu.edu.ph/offices/registrar/document_request.

Note: For students who will access the Online Request for Documents (ORD) facility prior to this date, please be advised that the requested TOR may be released without the Date of Graduation.